Is there a checklist you followed?

Created based on years before. Recreated registration form and letter that went out. Got in mail 20 percent of registration forms prior to conference. Expect about 60 to 70 items that will be registered on site from t-shirts to banners. About 8 to 10 tables are needed. Secured area so that people’s things don’t walk off. Just send in registration forms and ship everything to texas tech. physical address where people can accept that material. Cut off registration by dinner the first night. Laid everything the next day and judged everything the next evening. Had about four judges. Other schools that didn’t submit a lot of materials. The fairness of everyone being in the same category. Small schools would be judged separately….small schools competing and large schools competing. Is it fair to have things submitted by art agencies? Another category for student work? Bookmarked each of the web pages for the web site competition. Type up web pages to review to let them know which schools had submitted so that the people would know they were bookmarked. Having one computer works fine but need a sign to look at the other schools web site. Biggest thing was setting it up. Posters and fliers took three or four tables. Placards with categories.

Did the categories work for you or were there any that were less utilized? Brand identity (total marketing approach to publicizing one specific event) Magazines/Annual Reports…two submissions should we have this category.

Winners per category…recognized a couple of schools in each category.

Found the judges the night before the Saturday that the judged. During the final banquet will give out the awards and will thank the judges. We should get certificate paper. Judging was done Saturday afternoon and certificates printed shortly thereafter. Judging about 1-2:30 and then typed certificates and Saturday night after banquet. Got shopping bags from bookstore and labeled it with schools name. and reminded everyone that they could pick up submissions the next day before they left at the registration. The next morning took it took the registration table.

What was the most challenging aspect of this position?